APPROVED

Elgin Math & Science Academy

Minutes

Board of Directors

Date and Time
Tuesday September 27, 2022 at 6:00 PM

Location
Virtual

Join Zoom Meeting
https://us06web.zoom.us/j/6308835013
Meeting ID: 630 883 5013
One tap mobile
+13126266799,,6308835013# US (Chicago)
Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 630 883 5013

Directors Present
A. Gray (remote), B. Lane (remote), D. Haight (remote), G. Swick (remote), K. Kelly (remote), K. Shaw (remote), M. Gibb (remote), S. Bennett (remote)

Directors Absent
None

Guests Present
D. Alexander (remote), K. Coventry (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Swick called a meeting of the board of directors of Elgin Math & Science Academy to order on Tuesday Sep 27, 2022 at 6:04 PM.

C. Public Comment

D. Approve Minutes from August 23, 2022 Board Meeting

M. Gibb made a motion to approve the minutes from Board of Directors on 08-23-22.
D. Haight seconded the motion.
The board **VOTED** to approve the motion.

E. FOIA Report

F. Remote Meeting due to ongoing pandemic and health concerns

II. Principal's Report

A. Principal's Report

The Principal's report was attached to the agenda.

B. Charter Renewal Process Check-In

D. Alexander provided an update on the Charter Renewal Process. The external reviewer hired by ISBE will be looking through the application. ISBE will be visiting the school on October 27th which is days before the external reviewer turns in their application on the renewal length. D. Alexander advised that when ISBE visits, they will already have a view of their decision. ISBE will be interviewing focus groups of teachers, administration, students, etc. Afterward, they will hold a public meeting that will be open to everyone. There is no set time as of yet. Each individual will have two minutes to speak. ISBE will vote on December 14th.

III. EMSA Parent Teacher Crew Report

A. EMSA PTC Update

B. Lane advised that PTC will be working on a sound system for plays and musicals. Any money helping towards that will be great.

IV. Principal & COO Support & Evaluation Committee

A.

Principal's SY2023 Goals

B. Lane provided an update on the Principal's Evaluation and Goals. She advised that there were a few questions on the goals, and they are awaiting those answers.

B. COO Evaluation

K. Kelly and G. Swick provided the update on the COO Evaluation. The evaluation was given to D. Alexander. There is a date for him to share his goals, and comments on the evaluation that was given to him. D. Alexander asked for more time due to multiple projects going on.

V. Governance

A. Governance Update

M. Gibb provided an update on Governance, and that they are working on creating a Governance Committee. M. Gibb is straightening out the training, and what it will entail. M. Gibb introduced M. Rodriguez as she would be joining the Governance Committee.

VI. Financial Report

A. Finance & Operations Committee Report

D. Alexander provided information about (3) new capital spending items in regard to the Administration Building.

- Re-do of MEP Engineering Plans - $22,300
  - This is so that all utility connections and all mechanical rooms are in the Administration Building Garage.
- Pre-Construction Services - $12,500
  - Three proposals were obtained from general contractors. D. Alexander recommended Bulley and Andrews be chosen for pre-construction services due to familiarity with the campus and historic knowledge. Their proposal was $12,500 vs $4,500 for the other two vendors (Mazur and Stronberg).
- Development of RFPs for potential bond underwriters, bond counsel, and trustee - $10,000

S. Bennett made a motion to to approve MEP engineering plans to move all utility connections in the amount of $22,300.
A. Gray seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

B. Lane	Abstain
G. Swick	Aye
M. Gibb	Aye

Roll Call

K. Shaw	Aye
A. Gray	Aye
D. Haight	Aye
S. Bennett	Aye
K. Kelly	Aye

A. Gray made a motion to to approve Bulley & Andrews Pre-Construction Services in the amount of $12,500.

B. Lane seconded the motion.

The motion did not carry.

Roll Call

D. Haight	No
G. Swick	Aye
K. Shaw	No
S. Bennett	Aye
K. Kelly	No
A. Gray	Aye
M. Gibb	No
B. Lane	Abstain

A. Gray made a motion to to approve Longhouse Capital development of RFPs in the amount of $10,000.

K. Shaw seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

S. Bennett	Aye
K. Kelly	Aye
G. Swick	Aye
K. Shaw	Aye
D. Haight	Abstain
M. Gibb	Aye
B. Lane	Abstain
A. Gray	Aye

B. Financial Statements - August 31, 2022

S. Egger discussed the August 31, 2022 Financials. S. Egger started with the ISBE dashboard and advised that we focus on those standards. Green means everything meets expectations with the Illinois State Board of Education. Anything in yellow is cautionary where we are below the standard but close to meeting the standard. Red means exceeds expectations. The current August Financials meets expectations.

VII. Master Planning Committee Report

A. Report on Architects August Meeting

K. Kelly advised that there were two Master Planning Meetings with the architects. The architects did a presentation at each meeting. There was great attendance from Staff when the architects visited the school for their meeting. Staff problem-solved some items such as locker placement, the importance of the elevator (LULA), and fireplace safety. Master Planning wants staff involvement as much as possible on this project.

B. Next steps

C. Environmental Work Group

K. Kelly provided an update on the Environmental Work Group. She advised that there were staff members that attended the meeting during the morning. However, it was difficult because it was before school started. Environmental Work Group to allow for more attendance from staff is scheduling these on Fridays after school and release time for teachers.

K. Kelly talked about how Morton Arboretum was out on Monday where the whole school got to participate in planting Oak trees.

VIII. Operations and Construction Report

A. COO Operations Report

The COO Operations Report was provided by D. Alexander.

IX. Outreach: Families and Community

A. Update on Outreach Activities

K. Shaw did not have any updates. K. Shaw did request that if anyone knew of any community events to let her know. K. Kelly will check with Housing Development on the Biking Event. The Housing Development had let EMSA send a flyer home with their families. K. Shaw did receive a question from an attendee about Outreach. K. Shaw explained that for Outreach, typically an event they attend allows different vendors to have tables. The tables are free of charge, and they provide information to these families about EMSA.

X. Development Committee

A. Report of Development Committee

D. Haight provided the following updates:

- Next meeting is October 12th
- EMSA won an award from the Arbor Day Foundation. This can be used to talk about EMSA when applying for grants.

- Need to narrow down how to approach the mini-capital campaign with Katie Taylor.

XI. Other Business

A. Motion to Enter Executive Closed Session

Board did not enter Executive Closed Session.

B. Executive Session

C. Motion to Exit Executive Closed Session

XII. Closing Items

A. New Business

B. Audience Comments and Questions

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:06 PM.

Respectfully Submitted,
K. Coventry